5230
G510 (X5271)
25 Jan 99

POLICY STATEMENT 1-99

From Commander

Subj: MARCORLOGBASES WEB PAGE POLICY

Ref (a) ALNAV 084/98
(b) Deputy SECDEF Policy Memo; Clearance Procedures
for Making Electronic Information Available to the
Public, 17 Feb 95
(c) DODD 5230.9
(d) ASECDEF (PA) Policy Memo, Guidelines for
Establishing and Maintaining a DoD Web Information
Service, 28 Dec 95
(e) OSD Policy for Establishing and Maintaining a
Publicly Accessible DoD Web Information Service, 9
.Ian 98
(f) OPNAVZNST 5239JA
(g) OPNAVINST 5513.11E
(h) ALMAR 068/97
(i) ALMAR 388/97
(j) MARADMIN 083/98

1. Purpose

a. To establish organizational responsibilities for
the development, implementation, and maintenance of
the MARCORLOGBASES web sites and associated web
pages.

b. To enable each subordinate Command to maintain the
maximum independence possible for their
organizational web site and pages while adhering to
MARCORLOGBASES Command policy

c. To promote MARCORLOGBASES use of the World Wide
Web (WWW) as a communication and marketing tool.

2. Background.

a. The Department of Defense (DoD), Department of Navy (DoN) and United States Marine Corps (USMC) are currently in the midst of what is commonly called the information explosionThe exponential growth of the Internet and WWW is in part due to the ease of use and popularity of hypertext browsing applications-Hypertext Internet applications may improve many facets of our operations and provide an efficient and effective means of communication and information distribution. This capability has provided the DoD with a quick and easy mechanism to communicate with the general public. Conversely, our customers and the general public have been provided with a rapid means of communicating with MARCORLOGBASES and the ability to view our actions, points of contact, customer support information, as well as new initiatives in progress,

b. Reference (a) advised that it is appropriate for Commands to establish and maintain information servers and services on the WWW, including web sites and pages with links to other sites, provided they support legitimate, mission-related activities of the Navy and Marine Corps and are consistent with prudent operational arid security considerations-

3. Policy.

a. It is my intent to create and maintain an official MARCORLOGBASES web site with links to my subordinate Command's web sites thereby promoting the products and services provided to our customers. Use of the WWW will increase MARCORLOGBASES ability to provide these products and services on a more competitive level. Subordinate Commands will endeavor to take full advantage of the WWW's entrepreneurial opportunities. Organizations as outlined in this policy statement will coordinate with the designated responsible Departments to ensure material planned for WWW release is appropriate for such release and

supports my objectives and our business processes.

b. Consistent with references (a) through (j), as well as the legal and policy requirements described below, all military and civilian personnel are encouraged to use their government computers to access the VCWW and develop their information skills. Your ideas and suggestions for improvement of existing page(s) content and/or new subject matter for consideration are encouraged and should be provided to your Web authors (paragraph 4_c_(3) applies).

4. Action

a. The Information Technology Department (G6) has overarching responsibility for all Information Technology (IT) issues within MARCORLOGBASES. As such, the following applies to the MARCORLOGBASES web sites and pages:

(1) Draft, review, update, publish and enforce Command web policy throughout MARCORLOGBASES.

(2) Interpret and staff with amplifying instructions web policy, guidance, and recommendations received from higher and/or adjacent headquarters for follow on actions as required within the Command by subordinate units, i.e. Information Technology Division (S6) MCLB Albany, Information Systems Division (ISD) MCLB Barstow, and Information Systems Management Office (ISMO) Blount Island Command.

(3) Periodically conduct technical inspections of the MARCORLOGBASES web sites and pages for compliance with and adherence to DoD, DoN, USMC and Command regulations.

(4) Periodically coordinate functional inspections by MCL13 Albany Public Affairs Office, Base Security, IT Security, and Counsel on MARCORLOGBASES web sites and pages for authorized content.

(5) Act as an entrepreneur and catalyst, stimulating interest in the WWW and in new directions for use of the WWW across MARCORLOGBASES

(6) Develop and maintain a strategic plan for MARCORLOGBASES WWW presence based on priorities, policy directions, management goals and my objectives.

b. The S6, ISD, and ISMO will:

(1) Provide systems support for web server maintenance.

(2) Transmit web based data.

(3) Identify and validate hardware/software requirements which support continued growth within and use of the WWW.

(4) Coordinate your Command's WWW presence with other related Systems containing public information.

(5) Report on the subordinate Command's WWW presence as directed.

(6) Manage web based IT security requirements to include restriction of WWW use in order to comply with applicable security regulations. This authority is delegated to the Information Systems Security Officer (ISSO) to block user access to specific sites, limit WWW access due to security violations, and/or resource constraints. The ISSO shall monitor, intercept, audit and record use of the WWW, to include MARCORLOGBASES web sites and pages in order to detect security violations or other inappropriate uses. Identification of policy violations or actions not in compliance with standing orders and regulations shall be investigated and referred through the Chain of Command for follow on punitive and/or administrative actions. References (i) through (j) apply and will be adhered to.

(7) Assign Webmaster duties, IAW reference (a).
Webmasters will:

(a) Design, develop, and maintain the subordinate
Command's web site IAW MARCORLOGBASES web policy,
     (b) Search and review links for new categories
     and points of contact.

(e) Act as an entrepreneur and catalyst, stimulating
interest in the WWW and in new directions for use of
the WWW within your area of responsibility.

(d) Develop and maintain a strategic plan for your
Command's WWW presence based on priorities, policy
directions, and management goals.

(e) Coordinate web requirements for applicable
funding to meet operational growth and use.

(f) Maintain awareness of management initiatives and
ongoing DoD, DoN, USMC, and MARCORLOGBASES policies.

(g) Assist Web authors in the design, development,
and maintenance of web pages, ensuring compliance
with all policy and regulations.

(h) Periodically meet with Web authors, both as a
group and individually, to develop specific plans for
their participation in advancing use of the WWW.

(i) Provide direction and guidance to individual Web
authors through conferences, on-site training, and
regular on-line meetings.

(j) Coordinate training requirements for web based
skills across your area of responsibility.

(k) Coordinate with Web authors and subject matter
experts for the review and validation of information
prior to publishing on your Command's web site for
the reasons cited below:
          1. Office of Public Affairs, IAW SECNAVINST
          5720.61, references (a) and (i).

2. Office of Counsel, IAW Privacy Act Standards, Federal copyright laws and/or proprietary information standards.

3. Base Security Manager, when it is questionable that information provided may contain classified or in any way qualifies as information pertinent to Combat Operations, references (f) and (g) apply.'

4. ISSO, responsible for reviewing sensitive, but unclassified information.

c. Centers/Departments/Division Directors; Special Staff Officers; Commanding Officers:

(1) Appoint individual(s) to function as your Web author(s).

(2) Ensure Web authors comply with references (a) through (g) in their preparation of information/articles being considered for publication.

(3) Web authors will:

(a) Work with the customer base to develop informational requirements applicable for use on the WWW.

(b) Submit to your Webmaster requests for authorized use of information to be published on your Command's web site. Information will be published on your web site only after authorization has been provided by your Webmasters working in conjunction with the appropriate offices (paragraph 4.b_(7).(k) applies).

. (c) Design, develop, and maintain individual web page(s) IAW MARCORLOGBASES web policy.

(d) Attend conferences, on-site training, and regular on-line meetings hosted by your Webmaster.

(e) Submit training requirements for web-based skills to your Webmaster.

5. Information. The foregoing policy will directly
improve the professional skills of our personnel,
enhance productivity, and most importantly, support
our mission by ensuring that we have timely access to
all available information as we move into the next
century.

6. Applicability. This Policy Statement is applicable
throughout MARCORLOGBASES.

<signed>

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Distribution: I

Copy to: Commanding Officer, MCLB, Barstow (B 100)